



**Office of the Building Official**  
**P.O. Box 427**  
**Herndon, VA 20172-0427**  
**(703) 435-6850 Phone**  
**(703) 318-8492 Fax**

## **Owners Affidavit**

THIS DOCUMENT SHALL BE COMPLETED IN THE PRESENCE OF THE REPRESENTATIVE OF THE BUILDING INSPECTIONS DEPARTMENT.

**NOTE: THIS DOCUMENT CONTAINS IMPORTANT INFORMATION CONCERNING THE VIRGINIA CONTRACTORS LICENSING LAW. PLEASE READ CAREFULLY BEFORE SIGNING.**

I \_\_\_\_\_ of (address) \_\_\_\_\_

Affirm that I am the owner of a certain tract of land located at:

\_\_\_\_\_

In the Town of Herndon that I have applied for a building permit to erect a structure on said land or repair or improved an existing structure on said land. I affirm that I am aware of the provisions of Title 54, Chapter 7, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake a job of \$1,000.00 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54-142 of the Code of Virginia, which prohibits any awarding authority from considering bids or awarding contracts to any contractor not properly licensed under the provisions of the Code, that to do so would constitute the commission of a misdemeanor. I affirm that I understand that a contractor must be licensed as a Class C Contractor for any job of \$1,000.00 but less than \$7,500, that a contractor must be licensed as a Class B Contractor for any job of \$7,500.00 but less than 70,000.00, and that a contractor must be licensed as a Class A Contractor for any job of \$70,000.00 or more.

\_\_\_\_\_  
Applicants Name (Please Print)

Signed and acknowledged by \_\_\_\_\_ in the Town of

Herndon, Virginia, on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the presence of the undersigned witness.

\_\_\_\_\_  
Witness